

## GENERAL SUMMARY

Under the general supervision of the City Manager and the Presiding Judge, employee will perform a wide variety of specialized clerical duties in support of the municipal court including the initiation, processing, and maintenance of legal documents, correspondence and statistics; and providing information and assistance to the public. This position also includes processing permit applications, accepting utility payments, and general receptionist duties.

## ESSENTIAL DUTIES AND RESPONSIBILITIES: COURT CLERK/PERMIT CLERK

- Answer phones and greet the public.
- Assist the public in person and by phone including retrieving information and files, and providing general information regarding scheduling of court dates, defensive driving, warrants, and courtroom procedures and policies.
- Compile, type, record and file a wide variety of court records, reports and materials including citations, summons, warrants, letters, reports, and complaints.
- Easily operate computer equipment and software programs used in the court environment.
- Prepare certain documents for judges, prosecutors, and defendants.
- Sort, file, copy and distribute court documents, reports to appropriate personnel. Proof documents for accuracy.
- Process court payments on citations; prepare receipts on payment.
- Maintain a record filing system.
- Work with persons involved in a municipal court setting to include judges, prosecutors, defense attorneys, defendants, witnesses, and police officers.
- Accept and process permit applications.
- Accept utility payments to be processed by utility clerk.
- Regular, reliable and punctual attendance is an essential function of the job.
- Perform other duties as assigned or required.

## MINIMUM JOB REQUIREMENTS, EDUCATION & EXPERIENCE

- No criminal convictions above the level of a class B misdemeanor within the last five (5) years.
- A valid Texas driver's license is required
- Three (3) to five (5) years of work-related experience Municipal Court operations or related field preferred
- Graduation from an accredited high school or equivalent plus four (4) years of related experience; Or
- Bilingual in English and Spanish preferred

## LICENSES AND CERTIFICATES

- Must meet any legal requirements to be a Notary Public for the State of Texas, become a Notary Public for the State of Texas within six months of employment if required by supervisor, and maintain status as a Notary Public for the State of Texas if required by supervisor.

- Must complete Texas Municipal Court Training thru TMCEC within 1 year of employment if no court experience.
- Must be able to obtain a Texas Municipal Court Level 1 Certification, or obtain within two years of employment.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of clerical procedures of processing, recording and preparing legal documents, records, and reports related to court operations.
- Skill in communicating effectively with diverse groups of individuals utilizing tact and diplomacy. Discern and observe needs of public. Handle difficult situations.
- Skill in use of computers and Microsoft office applications; learn and proficiently utilize new computer applications, experience with Incode software preferred.
- Ability to exercise proper judgment when dealing with situations that require immediate action.
- Ability to perform job functions independently and without direct supervision.
- Ability to provide excellent public relations and customer service.
- Ability to establish and maintain an effective working relationship with all levels of management, City officials, other employees and the general public.
- Ability to apply appropriate laws, policy or procedures dependent on circumstances.
- Ability to effectively respond to a stressful or high-pressure environment; meet deadlines and perform multiple tasks under pressure; work with frequent interruptions and changes in priorities.
- Ability to relate and communicate well with teenage defendants.

#### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and lifting objects up to 30 lbs.

#### SALARY

Salary will be based on experience.

Please email your resume to [mhendrix@lorenatx.gov](mailto:mhendrix@lorenatx.gov) or mail to:

City of Lorena  
Attn: Monica Hendrix  
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Lorena, TX 76655